



**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF WEST VIRGINIA**

EMPLOYMENT OPPORTUNITY

Position:	Official Court Reporter	Announcement #:	17-CO-03
Appointment:	Full-time, Permanent		
Duty Station:	Charleston, WV (1 position) and Huntington, WV (1 position)		
Salary Range:	\$76,961 to \$92,354, plus transcripts		
Open To:	All qualified applicants		
Opening Date:	January 23, 2017		
Closing Date:	Position is open until filled. Priority consideration given to those who apply by February 3, 2017 .		

The Clerk's Office is accepting applications for two Official Court Reporter positions. One position will be filled and subsequently assigned to the chambers of the Honorable Robert C. Chambers, Chief District Judge, who is located in the Sidney L. Christie Federal Building at Huntington, West Virginia. The other position will be assigned to the chambers of the Honorable Joseph R. Goodwin, District Judge, who is located in the Robert C. Byrd United States Courthouse at Charleston, West Virginia. The court reporter is part of a court reporter pooling system and may be required to travel on occasion whenever court reporter services are required in other offices than their assigned duty station. The successful candidate will maintain normal office hours from 8:30 a.m. to 5:00 p.m. As part of the Operations section, the Court Reporter records verbatim all proceedings as directed, and reports to the Court Reporter/ECR Coordinator. Court Reporters are guided by and responsible for following the policies and administrative procedures contained in the Court Reporter Management Plan for the Southern District of West Virginia. The successful candidate should be a mature, responsible, and poised individual, who possesses tact, good judgment, initiative, and dynamic people skills.

REPRESENTATIVE DUTIES:

Responsibilities include attending and recording verbatim all proceedings as directed by a judge or court or requested by any party who has agreed to pay the fees established by the Judicial Conference of the United States; reading back all or any portion of the court records; reviewing the court calendar and noting the appearance of attorneys, witnesses and the proper spelling of their names; producing transcripts within strict time limitations; billing, delivering and/or mailing official transcripts prepared; certifying and filing with the Clerk of Court original records and a copy of transcripts prepared; and covering other courts as needed, and all other duties as assigned. The incumbent is responsible for providing and maintaining his or her own computer equipment and telephone.

REQUIRED QUALIFICATIONS:

LEVEL 1: To qualify for a position of Official Court Reporter, the candidate must be a high school graduate or equivalent, and **must** possess at least **4 years prime court reporting experience** in the freelance field of service or in other courts or a combination thereof, and have qualified by testing for listing on the registry of professional reporters of the National Court Reporters Association (NCRA) or passed an equivalent qualifying exam. ***The incumbent is required to be realtime proficient and to utilize Computer Aided Transcript (C.A.T.).***

PREFERRED QUALIFICATIONS:

*For pay levels higher than Level 1, the candidate must meet the qualifications in Level 1 **and**:*

LEVEL 2: Possess a Registered Merit Reporter Certificate from the NCRA.

LEVEL 3: Successfully completed the certified realtime reporter exam offered by the NCRA or an equivalent exam.

LEVEL 4: (1) Possess a Registered Merit Reporter Certificate from the NCRA and (2) successfully completed the certified realtime reporter exam offered by the NCRA or equivalent exam.

<u>Salary Range:</u>	<u>Pay Levels</u>	<u>Per Annum</u>
	Level 1	\$76,961, plus transcripts
	Level 2	\$80,809, plus transcripts
	Level 3	\$84,658, plus transcripts
	Level 4	\$88,505, plus transcripts
	Level 5 (Hired by US Courts before October 11, 2009)	\$92,354, plus transcripts

EMPLOYEE BENEFITS:

Positions are covered by the Court Personnel System and entitled to the following benefits:

- Paid annual leave in the amount of 13 accrued days for the first three years, 20 days after three years, and 26 days after fifteen years
- Paid sick leave in the amount of 13 accrued days annually
- 10 paid holidays per year
- Mandatory participation in the Federal Employees' Retirement System and Social Security
- Thrift Savings Plan (optional retirement savings plan with immediate employer matching)
- Federal Employees Health Benefits Program
- Federal Employees Dental and Vision Insurance Program
- Federal Employees Group Life Insurance Program
- Flexible Benefit Program
- Long Term Care Insurance Program
- Periodic salary increases

INFORMATION FOR APPLICANTS:

The United States District Court is part of the Judicial Branch of government. An applicant must be a U.S. citizen or eligible to work in the United States. Judiciary employees serve under excepted appointments (not civil service) and are "at will" employees. This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay. Employees are required to adhere to a Code of Conduct for Judiciary Employees which is available to applicants to review upon request. Selected candidate is subject to, and must pass a background check, including FBI fingerprint check.

APPLICATION PROCESS:

Qualified candidates must submit a cover letter, current résumé, and copies of any relevant certifications to Ms. Korin Parsons, HR Specialist at Korin_Parsons@wvsc.uscourts.gov and reference **Vacancy #17-CO-03 – Official Court Reporter** in the email subject line.

Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed. Only applicants selected for interview will be contacted.

The United States District Court is an equal opportunity employer and values diversity in the work place.